

United States Department of Justice,
Two Constitution Square, 145 N Street
NE., Room 2E-502, NE., Washington,
DC 20530.

Jerri Murray,

*Department Clearance Officer, United States
Department of Justice.*

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DEPARTMENT OF JUSTICE

Federal Bureau of Investigation

[OMB Number 1110-0005]

Agency Information Collection Activities; Proposed Collection: Age, Sex, and Race of Persons Arrested 18 Years of Age and Over; Age, Sex, and Race of Persons Arrested Under 18 Years of Age; Revision of a Currently Approved Collection; Comments Requested

ACTION: 60-day Notice of Information
Collection Under Review.

The Department of Justice, Federal
Bureau of Investigation, Criminal Justice
Information Services Division (CJIS)
will be submitting the following
Information Collection Request to the
Office of Management and Budget
(OMB) for review and clearance in
accordance with established review
procedures of the Paperwork Reduction
Act of 1995. The proposed information
collection is published to obtain
comments from the public and affected
agencies. Comments are encouraged and
will be accepted until February 27,
2012. This process is conducted in
accordance with 5 CFR 1320.10.

All comments, suggestions, or
questions regarding additional
information, to include obtaining a copy
of the proposed information collection
instrument with instructions, should be
directed to Mr. Gregory E. Scarbro, Unit
Chief, Federal Bureau of Investigation,
CJIS Division, Module E-3, 1000 Custer
Hollow Road, Clarksburg, West Virginia
26306, or facsimile to (304) 625-3566.

Written comments and suggestions
from the public and affected agencies
concerning the proposed collection of
information are encouraged. Comments
should address one or more of the
following four points:

(1) Evaluate whether the proposed
collection of information is necessary
for the proper performance of the
functions of the agency, including
whether the information will have
practical utility;

(2) Evaluate the accuracy of the
agency's estimate of the burden of the

proposed collection of information,
including the validity of the
methodology and assumptions used;

(3) Enhance the quality, utility, and
clarity of the information to be
collected; and

(4) Minimize the burden of the
collection of information on those who
are to respond, including through the
use of appropriate automated,
electronic, mechanical, or other
technological collection techniques of
other forms of information technology,
e.g., permitting electronic submission of
responses.

Overview of this information
collection:

(1) *Type of information collection:*
Revision of a currently approved
collection.

(2) *The title of the form/collection:*
Age, Sex, and Race of Persons Arrested
18 Years of Age and Over; Age, Sex, and
Race of Persons Arrested Under 18
Years of Age.

(3) *The agency form number, if any,
and the applicable component of the
department sponsoring the collection:*
Forms 1-708 and 1-708a;

Sponsor: Criminal Justice Information
Services Division, Federal Bureau of
Investigation, Department of Justice.

(4) *Affected public who will be asked
or required to respond, as well as a brief
abstract:* *Primary:* City, county, state,
federal, and tribal law enforcement
agencies. *Brief Abstract:* This collection
gathers data obtained from law
enforcement in which an arrest has
occurred.

(5) *An estimate of the total number of
respondents and the amount of time
estimated for an average respondent to
respond:* There are approximately
18,108 law enforcement agency
respondents at 12 minutes for 1-708a
and 15 minutes for 1-708.

(6) *An estimate of the total public
burden (in hours) associated with this
collection:* There are approximately
97,783 hours, annual burden, associated
with this information collection.

If additional information is required
contact: Mrs. Jerri Murray, Department
Clearance Officer, Policy and Planning
Staff, Justice Management Division,
United States Department of Justice,
Two Constitutional Square, 145 N Street
NE., Room 2E-508, Washington, DC
20530.

Jerri Murray,

*Department Clearance Officer, United States
Department of Justice.*

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DEPARTMENT OF JUSTICE

National Institute of Corrections

Solicitation for a Cooperative Agreement—Jail as Part of County Government: Review and Revision

AGENCY: National Institute of
Corrections, U.S. Department of Justice.

ACTION: Solicitation for a Cooperative
Agreement.

SUMMARY: The National Institute of
Corrections (NIC) Jails Division is
seeking applications for the revision of
its Jail as Part of County Government
training program. The project will be for
a 9-month period and will be completed
with the NIC Jails Division. The
awardee will work closely with NIC
staff on all aspects of the project. To be
considered, applicants must
demonstrate, at a minimum, in-depth
knowledge of: (1) The purpose,
functions, and operational complexities
of local jails, (2) liability issues common
in jails, (3) the nature of the relationship
between jail officials and their funding
authorities, (4) the challenges inherent
in the unique relationship between an
elected sheriff and the local funding
authority, (5) the resource constraints
faced by many local governments and
their jails, and (6) strategies for creating
a productive working relationship
between jail officials and their funding
authority. Also, the applicant must
demonstrate expertise and experience in
developing curricula based on adult
learning principles, specifically the
Instructional Theory into Practice (ITIP)
model.

DATES: Applications must be received
by 4 p.m. (EDT) on Thursday, January
19, 2012.

ADDRESSES: Mailed applications must be
sent to: Director, National Institute of
Corrections, 320 First Street NW., Room
5002, Washington, DC 20534.
Applicants are encouraged to use
Federal Express, UPS, or similar service
to ensure delivery by the due date as
mail at NIC is sometimes delayed due to
security screening.

Applicants who wish to hand-deliver
their applications should bring them to
500 First Street NW., Washington, DC
20534, and dial (202) 307-3106, ext. 0,
at the front desk for pickup.

Faxed or emailed applications will
not be accepted; however, electronic
applications can be submitted via
<http://www.grants.gov>.

FOR FURTHER INFORMATION CONTACT: A
copy of this announcement and the
required application forms can be
downloaded from the NIC Web site at
<http://www.nic.gov>

cooperative agreements. Questions about this project and the application procedures should be directed to Erika McDuffe, Correctional Program Specialist, National Institute of Corrections. Questions must be emailed to Ms. McDuffe at emcduffe@bop.gov. Ms. McDuffe will respond by email to the individual. Also, all questions and responses will be posted on NIC's Web site at <http://www.nicic.gov> for public review. (The names of those submitting the questions will not be posted). The Web site will be updated regularly and postings will remain on the Web site until the closing date of this cooperative agreement solicitation.

SUPPLEMENTARY INFORMATION:

Background: NIC's Jail as Part of County Government is a 3-day training program that focuses on the relationship between local jail officials and their funding authority. It is held in various regions throughout the county and is attended by 3-person teams from each of 8–10 jurisdictions. Each team consists of the county sheriff, jail administrator, and the county supervisor or county commissioner.

The goal of the program is to foster a more positive and productive working relationship between jail officials and their funding authority. This relationship is often strained due to (1) competition among county departments for scarce resources, (2) the funding authority's lack of understanding of the jail's mission, operations, and resource needs, and (3) jail officials' lack of understanding of the challenges that funding officials face. As a result of the lack of understanding between jail and funding officials, jails often receive inadequate resources to operate safely and securely.

Current topics in Jail as Part of County Government include (1) the jail's role in the local criminal justice system, (2) liability issues in jails as they apply to both jail and funding officials, (3) factors in determining adequate staffing levels for the jail, (4) jail budgeting, (5) key elements of effective jail operations, and (6) building effective working relationships between jails and funding officials.

NIC now wishes to update the content of this program and ensure its design conforms to the ITIP model. The following reference materials are posted with this announcement on NIC's Web site: Jail as Part of County Government: Lesson Plans; Jail as Part of County Government: Participant Manual; Jail as Part of County Government: Presentation Slides; Jail as Part of County Government: Activities.

Scope of Work: The cooperative agreement awardee will revise the

content of the current program to ensure it is current, accurate, and relevant. The awardee also will ensure module sequencing is logical and enhances the flow of the program. Finally, the awardee will revise the program's design to conform to the ITIP model. The awardee will ensure that content, module sequencing, and instructional strategies effectively contribute to meeting the program's goal. To achieve this, the awardee will complete the following activities, at a minimum.

Initial Meeting: The cooperative agreement awardee, with the subject matter expert and the curriculum specialist, will attend an initial meeting with NIC staff for a project overview and preliminary planning. This will occur shortly after the cooperative agreement is awarded. The meeting will last up to one half day and will be conducted via WebEx.

Initial curriculum review: The awardee will review and become familiar with the current lesson plans, presentation slides, participant manual, and other training materials. The awardee will document any comments based on this review for discussion at the initial curriculum review.

Curriculum review meeting with NIC staff: After becoming familiar with the curriculum, the awardee (project director, subject matter experts, and curriculum specialist) will meet with NIC staff for 3 days in Washington, DC, to discuss the program's goal, audience, and design. The awardee and NIC staff will identify needed revisions to content, instructional strategies, presentation slides, the participant manual, and other training materials.

In the cooperative agreement application, the awardee is required to project milestones and dates for the completion of all project activities. Based on the decisions made during the initial meeting, the awardee and NIC staff may set additional dates for completion of specific activities.

The awardee will document primary discussion points and all decisions made during the meeting and will give NIC this documentation within 2 weeks of the meeting.

Draft revisions and NIC review: Based on decisions made during the initial meeting, the awardee will draft revisions to the curriculum. Lesson plan revisions will be completed first. The awardee will send revised lesson plans to NIC staff for review and approval before any other materials are developed. Once the lesson plans are approved, the awardee will draft revisions to the presentation slides and participant manual. The awardee will also send these draft revisions to NIC

staff for review and approval. Finally, the awardee will draft participant evaluation forms to be completed after each module and at the end of the program and will send these to NIC staff for approval.

Program Pilot: The awardee will conduct one pilot of the revised curriculum at a location yet to be determined. The awardee, with NIC staff, will identify trainers for this pilot. The awardee will hire these trainers and pay their fees and expenses.

The awardee will also pay fees and expenses for the project director and curriculum specialist, both of whom are required to attend the entire program. If qualified, the project director or others on the cooperative agreement team may be included among the trainers.

The awardee will print all program materials for the instructors and the participants and will assume the cost of this. The awardee will send one full set of these materials to NIC staff prior to the program for approval.

During the pilot, the awardee, curriculum specialist, and trainers will meet regularly with NIC staff to discuss their observations about the revised program and the participants' responses. They will also review and discuss the module evaluations each day.

The awardee will document the main discussion points and decisions from these meetings. The awardee will also summarize all participant evaluations (module and end-of-program). The awardee will submit the documentation of the meetings, the evaluation summaries, and all participant evaluations to NIC within 2 weeks after the program.

Final program revisions: Based on the results of the pilot program and discussion with NIC staff, the awardee will draft additional curriculum revisions. The awardee will send the drafts to NIC staff for review and approval before creating the final curriculum.

Final product: The final curriculum will include a program description (overview), detailed narrative lesson plans, presentation slides for each lesson plan, a participant manual that follows the lesson plans, and other training materials as identified through this project. The curriculum will be designed according to the ITIP model for adult learners. Lesson plans will be in a format that NIC provides. The awardee will deliver all materials in hard copy (1) and on a disk. The awardee must also ensure that all products meet NIC's standards for accessibility and Section 508 compliance.

Meetings: In addition to the initial WebEx meeting and the curriculum review meeting noted above, the awardee will attend other meetings with NIC staff as needed for project development and updates. These meetings will include, at a minimum: 1 two-day meeting in Washington, DC, and several WebEx meetings. The WebEx meetings will be hosted by NIC and will last up to 4 hours each. NIC will pay to host the WebEx meetings, but fees for project staff who attend will be charged to the cooperative agreement. For all meetings, the awardee should plan to have the project director, subject matter experts, and the curriculum specialist attend.

Application Requirements: An application package must include OMB Standard Form 425, Application for Federal Assistance; a cover letter that identifies the audit agency responsible for the applicant's financial accounts as well as the audit period or fiscal year under which the applicant operates (e.g., July 1 through June 30); and an outline of projected costs with the budget and strategy narratives described in this announcement. The following additional forms must also be included: OMB Standard Form 424A, Budget Information—Non-Construction Programs; OMB Standard Form 424B, Assurances—Non-Construction Programs (both available at <http://www.grants.gov>); DOJ/FBOP/NIC Certification Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and the Drug-Free Workplace Requirements (available at <http://nicic.gov/Downloads/General/certif-fm.pdf>)

Applications should be concisely written, typed double spaced, and reference the NIC opportunity number and title referenced in this announcement. If you are hand delivering or submitting via Fed-Ex, please include an original and three copies of your full proposal (program and budget narrative, application forms, assurances and other descriptions). The original should have the applicant's signature in blue ink. Electronic submissions will be accepted only via <http://www.grants.gov>.

The narrative portion of the application should include, at a minimum a brief paragraph indicating the applicant's understanding of the project's purpose; a brief paragraph that summarizes the project goals and objectives; a clear description of the methodology that will be used to complete the project and achieve its goals; a statement or chart of measurable project milestones and timelines for the completion of each milestone; a

description of the qualifications of the applicant organization and a resume for the principle and each staff member assigned to the project (including instructors) that documents relevant knowledge, skills, and abilities to complete the project; and a budget that details all costs for the project, shows consideration for all contingencies for the project, and notes a commitment to work within the proposed budget.

In addition to the narrative and attachments, the applicant must submit only one full curriculum developed by the primary curriculum developer named in the application. This curriculum must be in ITIP format and include lesson plans, presentation slides, and a participant manual, at a minimum.

Authority: Public Law 93-415.

Funds Available: NIC is seeking the applicant's best ideas regarding accomplishment of the scope of work and the related costs for achieving the goals of this solicitation. Funds may be used only for the activities that are linked to the desired outcome of the project. The funding amount should not exceed \$ 80,000.

Eligibility of Applicants: An eligible applicant is any state or general unit of local government, private agency, educational institution, organization, individual, or team with expertise in the described areas. Applicants must have demonstrated ability to implement a project of this size and scope.

Review Considerations: Applications will be subject to the NIC review process. The criteria for the evaluation of each application are:

Project Design and Management—25 Points

Is there a clear understanding of the purpose of the project and the nature and scope of project activities? Does the applicant give a clear and complete description of all work to be performed for this project? Does the applicant clearly describe a work plan, including objectives, tasks, and milestones necessary to project completion?

Applicant Organization & Project Staff Background—25 Points

Is there a description of the background and expertise of all project personnel as they relate to this project? Does the applicant have an established reputation or skill that makes the applicant particularly well qualified for the project? Does the staffing plan propose sufficient and realistic time commitments from key personnel?

Budget—20 Points

Does the application provide adequate cost detail to support the proposed budget? Does the application include a chart that aligns the budget with project activities along a timeline with, at a minimum, quarterly benchmarks? In terms of program value, is the estimated cost reasonable in relation to work performed and project products?

Sample Curriculum—30 Points

Does the sample curriculum include all components specified in the RFP (lesson plans, presentation slides, and participant manual)? Are the lesson plans designed according to the ITIP model? Are the lesson plans detailed, clear, and well written (spelling, grammar, punctuation)? Is the participant manual clear, and does it follow the lesson plans?

Note: NIC will NOT award a cooperative agreement to an applicant who does not have a Dun and Bradstreet Database Universal Number (DUNS) and is not registered in the Central Contractor Registry (CCR). Applicants can obtain a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at (800) 333-0505. Applicants who are sole proprietors should dial (866) 705-5711 and select option #1.

Applicants may register in the CCR online at the CCR Web site at <http://www.ccr.gov>. Applicants can also review a CCR handbook and worksheet at this Web site.

Number of Awards: One.

NIC Opportunity Number: 12JA02. This number should appear as a reference line in the cover letter, where the opportunity number is requested on Standard Form 424, and on the outside of the envelope in which the application is sent.

Catalog of Federal Domestic Assistance Number: 16.601.

Executive Order 12372: This project is not subject to the provisions of the executive order.

Thomas J. Beauclair,

Deputy Director, National Institute of Corrections.

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